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15 May 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Weekly Activity Report

25X1C4a

[REDACTED]

2. During this period four Foreign Division employees reported to the Finance Division for training prior to their leaving for an overseas assignment. Two additional trainees returned to their Area Division after having completed their Finance Division training.

25X1A9a

3. Discussions were held on Monday, 10 May, with [REDACTED] of the Special Contracting Office, in connection with the establishment of a more effective clearance procedure with regard to employees transferring to an agent status and vice versa. Our clearance procedures are being revised to incorporate the conclusions reached in these discussions with a view to improving control over clearances.

25X1A9a

[REDACTED]

5. At the request of the Deputy General Counsel Program Analysis Staff completed an analysis of bank transactions of principal agent on project [REDACTED]

25X1A2g

6. The Personnel Branch of the Machine Records Division was called upon for a combined alphabetic listing of all staff employees, to be used by a special task force within the Office of Personnel as a means of establishing a special deck of cards to include the following:

- a. Date of present grade
- b. True EOD date
- c. Longevity computation date

Item a. above will be the means through which the Personnel Branch will record for the various Career Service Boards those personnel, who for promotion reasons, have reached the Zone of Consideration—Agency Regulation [REDACTED] dated 30 April 1954.

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7. Members of TAS met with representatives of the Budget Division and Office of Operations, DD/I, to discuss the type of records maintained in the Administrative Offices of OO regarding allotment controls.

8. Members of TAS met with representatives of the Budget Division and the Special Assistant to the DD/I-Admin. in a preliminary discussion regarding the individual findings, by offices, of a survey performed by TAS regarding the allotment control procedures used in the various administrative offices of the DD/I. A report will be prepared by TAS evaluating the findings of the survey on a consolidated basis. ?

9. A member of TAS has discussed with representatives of the DD/P-Admin. Staffs and Divisions the following:

a. Suggestions were made that when the allotment control record prescribed by the Allotment Control Procedure was reprinted that it be printed on lighter grade paper, allow more margin for binding in book binders, have space for more line entries and add a column for the total "program authority". The additional column for the program authority will eliminate a separate record presently being maintained. As the above suggestions did not change the basic concepts of the allotment control record, the TAS member concurred therein.

b. The need for establishing a property authorization control record in accordance with the procedure and record which was forwarded to the Chief, Administration, DD/P on 29 June 1953, was discussed. It was decided that this procedure would be recirculated to each staff and division for comment and that such a record would be established beginning as of 1 July 1954. ?

10. A member of the Staff has been working on a procedure to be used by an overseas installation which uses funds allotted for its use for procurement of property and subsequently such property is issued to another activity. The procedure developed and made the subject of a cable and dispatch to the [REDACTED] will permit adjustments in the respective allotment when necessary and appropriate recording of the property on the records of the receiving activity. 25X1A

11. TAS is developing a manual procedure for financial control of property for implementation at locations where a punch card system cannot be installed. Such a procedure on a machine method basis has been completed and is installed at headquarters and the Far East.

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12. A member of TAS attended a meeting with the President and Treasurer of the Credit Union in connection with a plan to simplify the financial services now performed for the Credit Union by the Agency. TAS was asked to develop a list of items to be covered in a resolution which the Credit Union President will present for action by the Credit Union Board of Directors. The Office of the Comptroller will review the completed resolution before presentation to the Credit Union Board for action. ?

13. During the week Mr. Perry and Mr. Hamilton of the Bureau of the Budget continued their review of the operations and functions of the offices of CIA. Offices reviewed during the week were as follows:

Logistics Office - Tuesday, 11 May
Security Office - Thursday, 13 May
Office of Training - Friday, 14 May

The Bureau of the Budget representatives indicated that while they were satisfied with the report given on the Logistics Office they would like to come back at a later date and review some of the divisions in more detail. (Mr. Perry was called back to his Office and missed most of the review on Security Office.)


E. R. SAUNDERS
Comptroller

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